



# U. S. MISSION

## Vacancy Announcement

Riyadh – Jeddah - Dhahran

10-29

VACANCY ANNOUNCEMENT - RIYADH

03/20/10

**OPEN TO:** All interested applicants

**POSITION:** Human Resources Assistant, FSN-07  
Position # 100512

**OPENING DATE:** Saturday, March 20, 2010

**CLOSING DATE:** Saturday, April 03, 2010

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \* Ordinarily Resident: Position grade: FSN-07,  
SR. 64,638 (Annual basic salary excluding eligible allowances).

**NOTE:**

- 1. THIS VACANCY IS CONTINGENT UPON THE APPROVAL OF FUNDING.**
- 2. ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT AND/OR RESIDENCY PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION. ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.**

**BASIC FUNCTION OF POSITION**

Incumbent is responsible for variety of HR (Passport/Iqamas/Visas) duties related to dealing with host country Passport Office/Ministry of Foreign Affairs, for all other American and LE Staff at post, including employees who are under Embassy's sponsorship and work at EMR, DCR as Official Residence Employees, USERA and Commissary employees, plus domestic staff working as private drivers/maids for USG employees who are under U.S. Embassy's sponsorship and/or other civilian employees of the Commissary that are under U.S. Embassy's sponsorship.

**QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education**: Completion of High School.
2. **Experience**: Four years in area related field dealing with host country MFA/Passport Office/Traffic Police Department and one year Clerical work experience.
3. **Language Requirements**: Level IV (Fluent) in English and Arabic (Speaking, Reading, & Writing) is required.
4. **Knowledge/Other Criteria**: The position holder must have good knowledge of host country rules and regulations, local labor law, etc. for Iqamas, renewals, residence/work permits, contacts, etc.
5. **Other Skills**: Must be tactful and courteous in dealing with the officials in MFA/Passport Office. Knowledge of English/Arabic typing; ability to read/write English and to translate in Arabic.

### **SELECTION PROCESS**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period **are not eligible to apply**.

### **TO APPLY**

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612);
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi residence/work permit and Saudi driving license.
5. Any other documentation (e.g. copy of valid work permit, essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

In person: Front Gate, American Embassy, Riyadh, or

By mail: Human Resources Office, Riyadh

P. O. Box 94309, Riyadh 11693

By e-mail: [HRORiyadh@state.gov](mailto:HRORiyadh@state.gov)

FAX: 01-488-7765

### **POINT OF CONTACT**

Human Resources Office

Telephone: 01-488-3800 Ext. 4256

## **DEFINITIONS\***

**1. US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**2. EFM:** An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**3. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**4. Not Ordinarily Resident (NOR):** An individual who:

- Is not a citizen of the host country; and,

- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. AEFM (Appointment Eligible Family Member):** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil; Foreign, or uniform services.

**6. Ordinarily Resident (OR):** A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE: CLOSE OF BUSINESS SATURDAY, APRIL 03, 2010**

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.